
District Credit Card

216.1 PURPOSE AND SCOPE

With authorization from the Board of Fire Commissioners, the Fire Chief will issue and authorize the use of District credit cards pursuant to applicable laws.

216.2 POLICY

1. District issued credit cards shall have a credit limit of no more than \$5,000.00 and may be used by authorized personnel that have signed a Credit Card Use Agreement (Attachment A) for the following purposes:
 - (a) Travel:
 - (a) Credit cards may be used for official business-related expenses for hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency District vehicle repairs, and other travel related expenses as authorized by the Fire Chief.
 - (b) Education Classes:
 - (a) District credit cards may be used by personnel to pay for conferences and class registrations for job related conferences and classes approved by the Fire Chief.
 - (c) Supply and Equipment Purchases:
 - (a) District credit cards may be used for ordering supplies, including online purchases for District purposes. Purchases over \$500.00 will be preapproved by the Fire Chief.
2. Prohibited Uses:
 - (a) District credit cards shall not be used for cash advances or for personal purchases.
3. Authorized Users:
 - (a) Fire Chief
 - (b) Assistant Fire Chief
 - (c) District Officers
 - (d) Executive Secretary
 - (e) Administrative Assistant
 - (f) District Commissioners
 - (g) Anyone Chief authorizes

216.3 PURCHASE AUTHORIZATION PROCESS

1. Payment of all credit card purchases is contingent upon the Fire Chief's approval of the monthly statement of transactions.

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- (a) If a purchase is deemed inappropriate, the authorized user will be personally responsible for reimbursing the District for the full cost of the inappropriate charge including any interest or late charges associated with the inappropriate charge.
- (b) District administration shall verify all credit card purchases monthly and shall notify the Fire Chief and the authorized user of missing receipts within five (5) days of receiving any monthly statement.

216.4 RECEIPT VERIFICATION

1. Receipts must be obtained for each credit card purchase and the purpose of the charge and name of the individual(s) involved must be clearly written on the receipt.
 - (a) Meal receipts must note who ate and the purpose of the meeting.
2. Failure to provide a receipt and supporting documentation as required will result in the authorized user being responsible for the charge.

216.5 RECITALS

1. Administration of Credit Cards:
 - (a) The Fire Chief is responsible for the administration of credit cards to include, but not limited to, selection of the card provider, payment of credit card bills, managing the issuance of cards and insuring proper use.
2. Termination of Authorized use:
 - (a) The Fire Chief shall disallow the use of District credit cards to any authorized users that fail to meet the requirements of this guideline and the corresponding policy.
3. Returns, Credits, Exchanges:
 - (a) The authorized user is responsible for contacting vendors when supplies purchased with the credit card are not acceptable (incorrect order, damaged, etc.) and for arranging a return for credit or exchange.
4. Return of Credit Cards:
 - (a) Credit cards are to be returned to the District immediately upon ending employment with the District.
5. Disciplinary Action:
 - (a) Misuse of a District credit card may result in disciplinary action including, but not limited to, termination or legal action to recover funds improperly expended.
6. Exceptions:
 - (a) Any exception to this guideline must be approved in writing in advance by the Fire Chief.

Mason County Fire District 12

Policy Manual

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216.6 LEGAL REFERENCE

RCW 42.24.115 Municipal corporations and political subdivisions - Issuance of charge cards to officers and employees for travel expenses

RCW 42.24.080 Municipal corporations and political subdivisions – Auditing and payment

RCW 43.09.2855 Local Governments – Use of Credit Cards

ATTACHMENT A

CREDIT CARD USE AGREEMENT

I, _____ as an employee of Mason County Fire District 12 accept responsibility for the safeguard and proper use of the District credit card # _____ (last 4 of the card number) which has been assigned to me for use in the performance of my job, in accordance with the terms set forth in District Policy 216.

INITIAL EACH:

- _____ I have read and understand Policy 216.
- _____ I understand the Fire Chief will disallow my use of a District credit card for violation or misuse of the credit card and/or credit card policies and guidelines and that such violation or misuse may subject me to disciplinary action including termination.
- _____ I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:
"I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment has been received by me on account thereof."
- _____ I understand that I will be held personally liable for inappropriate charges I make with the District credit card.
- _____ I understand that I will be held personally liable for charges I make when such charges are not supported by a receipt and supporting documentation as required by District Policy 216.

THE UNDERSIGNED INDIVIDUAL HAS READ AND INITIALED EACH OF THE ABOVE STATEMENTS

Signature

Printed Name

Date

